



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: May 2, 2007

FR: Deputy Executive Director, Operations

W. I.

RE: Contract: 2009 Regional Transportation Plan Public Participation: Pacific Municipal Consultants

Staff requests this Committee's approval to enter into a contract with Pacific Municipal Consultants (PMC) to assist with the design and implementation of a program for public participation in the development of the 2009 Regional Transportation Plan (RTP).

Background

A Request for Proposals was released Feb. 28, 2007, to approximately 150 firms; an email notice was sent to an additional 25 organizations; and the RFP was posted on MTC's Web site.

We received two proposals by the designated deadline. Both firms were interviewed by a panel of Planning and Legislation and Public Affairs staff. The panel has recommended PMC because it has the strongest set of skills to assist in this project based on the selection criteria in the RFP. PMC has experience in planning and delivering community involvement programs for government agencies. The PMC project team showed creativity in its ideas on how to reach out to MTC's varied stakeholders; can provide logistics and graphics production needed to implement the campaign; is experienced in framing succinct, key public messages; and includes Web programmers to provide the requested database and survey needs. In addition, PMC provided the more cost-effective budget.

The RFP included a \$100,000 budget for the activities described in the scope of work. This amount could vary as we move into specific planning for outreach activities. The RFP permits MTC to expand the services of the selected consultant for additional 2009 RTP public involvement program services, as needed. Staff is requesting authorization to expend up to \$120,000, subject to the discretion of the Executive Director, as permitted by MTC Resolution No. 3619, Revised, approved by the Commission on April 25, 2007.

Recommendation

We recommend this Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract with PMC in an amount not to exceed \$100,000 to assist with public participation for the 2009 RTP, and that \$20,000 be set-aside as a contingency for this contract for additional public participation activities, subject to the discretion of the Executive Director under MTC Resolution No. 3619, Revised.

Ann Flemer

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Contract

Work Item No.: 1112

Consultant: Pacific Municipal Consultants (PMC)
Oakland, California

Work Project Title: 2009 Regional Transportation Plan Public Participation

Purpose of Project: To assist with public involvement and participation in the development of the 2009 Regional Transportation Plan (RTP).

Project Cost Not to Exceed: \$100,000; plus \$20,000 contract contingency amount, subject to the discretion of the MTC Executive Director pursuant to MTC Resolution No. 3619, Revised.

Funding Source: TDA

Fiscal Impact: Available from current FY 2006-07 Agency Budget

Motion by Committee: That the Executive Director or his designated representative be authorized to negotiate and enter into a contract with PMC in an amount not to exceed \$100,000, and that the Chief Financial Officer is directed to set aside funds up to a total allotment of \$120,000 to provide support for public involvement in the development of the 2009 RTP, with \$20,000 to be set-aside as a contingency for this contract.

Administration Committee:

Bob Blanchard, Chair

Approved: Date: May 9, 2007